



MOTOR CARRIER SERVICES
24-Hour Online System

***Step-By-Step Instructions For Filing
IRP Renewals***

Spring 2006

Revised 7/3/2006

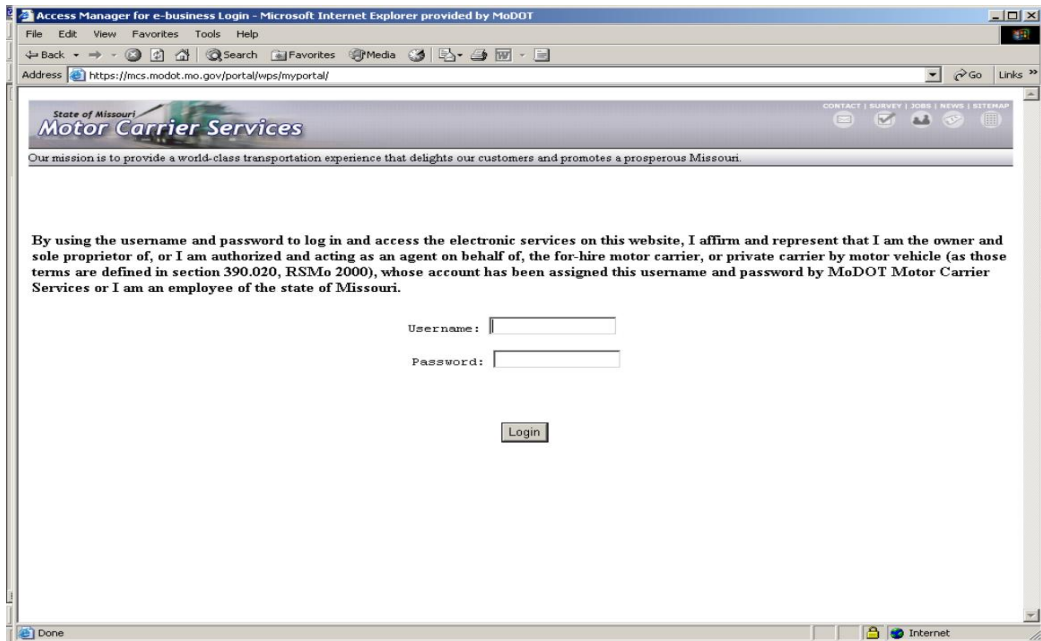
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PROCESSING THE IRP RENEWAL ONLINE

Signing on to the Motor Carrier Services System

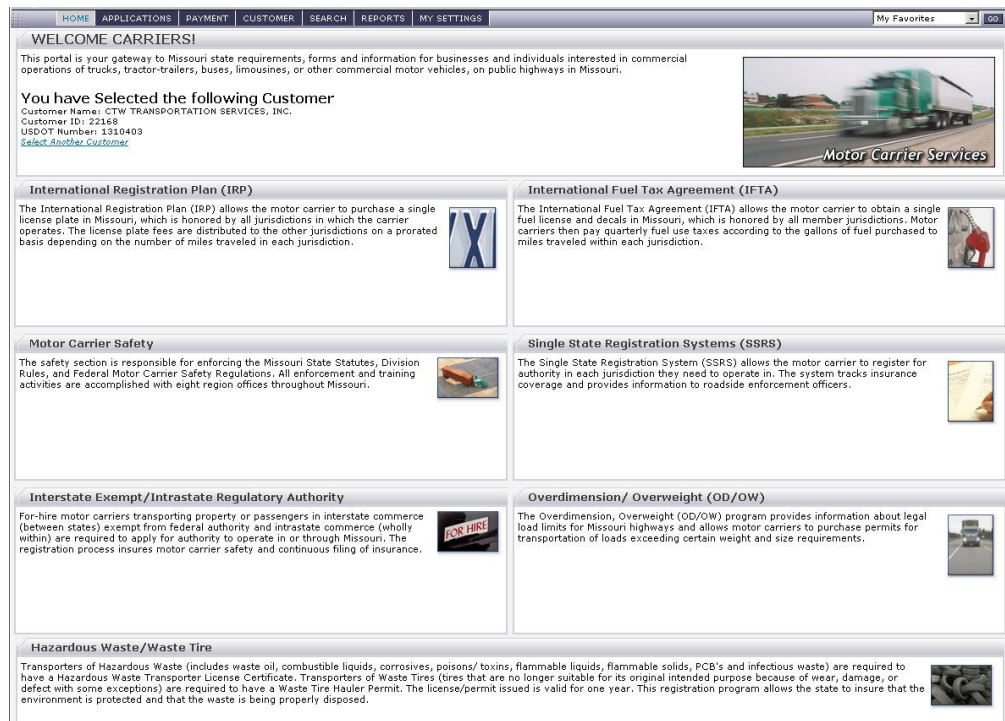
Access the Internet site: <https://mcs.modot.mo.gov/portal/wps/myportal/>



The screenshot shows a Microsoft Internet Explorer window titled "Access Manager for e-business Login - Microsoft Internet Explorer provided by MoDOT". The address bar shows "https://mcs.modot.mo.gov/portal/wps/myportal/". The page header includes "State of Missouri Motor Carrier Services" and a mission statement: "Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri." Below this is a login form with the following text: "By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri." The form includes fields for "Username:" and "Password:", and a "Login" button.

1. Enter your **Username**
2. Enter your **Password**
3. Click **Login**

The following screen will appear. Click **Applications**, then **IRP**.



The screenshot shows the "WELCOME CARRIERS!" page of the Motor Carrier Services portal. The top navigation bar includes links for HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, and MY SETTINGS. The page content includes a welcome message, a section for "You have Selected the following Customer" (CTW TRANSPORTATION SERVICES, INC.), and several service tiles: International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Motor Carrier Safety, Single State Registration Systems (SSRS), Interstate Exempt/Intrastate Regulatory Authority, Overdimension/ Overweight (OD/OW), and Hazardous Waste/Waste Tire. Each tile contains a brief description of the service and a small image.

Processing an IRP Renewal

IRP renewals that need processing are completed from the IRP Main Menu.

1. From the IRP Main Menu select **Renewal**.

The screenshot shows a web browser window titled "ghmcsdev01 - Terminal Services Client" displaying the "IBM WebSphere Portal - Microsoft Internet Explorer". The address bar shows a URL starting with "https://ghmcsint05.gh.modot.local/portal/wps/myportal/ut/pj.cnd/cs/...". The page header includes the "State of Missouri Motor Carrier Services" logo and a navigation bar with links like HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, TLOG DATA, and My Favorites. Below the navigation bar is a sub-menu with links like Information, IRP, IFTA, IRP AUDIT, IRP PERMITS, CVIEW, OD/OW, HW/WT, WORKLIST, and Pending Insurance. The main content area is titled "IRP Main Menu" and features a vertical list of buttons: New Carrier, New Fleet, Renewal (highlighted), Supplement, Supplement Continuance, Credentials, Document Collection, Administrator Functions, Administration Menu, Audit, Error Correction, Reprint, and TVR Extension. To the right of this list are three input fields: ACCOUNT NBR: [2007], FLEET NBR: [1], and EXP MM/YR: [6] [2006]. At the bottom of the form are buttons for CONTINUE (with a dropdown arrow), Submit, Refresh, Inquiry, and Help.

2. Complete the screen as follows:

ACCOUNT NBR	*	Enter the motor carrier's IRP account number.
FLEET NBR	*	Enter the carrier's fleet number for the vehicle(s) you are renewing.
EXP MM/YR	*	Enter the month and current year of the fleet's registration period.
* Mandatory field		

3. Click **SUBMIT**

4. If there are no errors, click **SUBMIT** to confirm.

The IRP Account screen is displayed.

1. Make changes to the Account screen, as necessary.

US DOT NBR	*	The carrier's US Department of Transportation (DOT) number defaulted to the USDOT number provided at the common customer level
TPID	*	The carrier's Tax ID number defaulted to the TAX ID provided at the common customer level. Types of the TAX ID: E-FEIN Federal Employment Identification Number S-SSN Social Security Number
ACCOUNT STATUS	*	The current status of the account.
CARRIER NAME	*	Carrier's legal business name defaulted to the name provided at the common customer level
BUSINESS ADDR	*	Carrier's business is physically located, including the county. The physical address must be in the base jurisdiction. Defaulted to the address provided at the common customer level
MAILING ADDR		Enter the default address for correspondence and other documents. This address is used unless otherwise indicated.
CONTACT NAME	*	Enter the name of the person to contact concerning this account.
PHONE NBR	*	Enter the contact's phone number.
FAX NBR		Enter a default fax number for invoicing and other correspondence. This fax number is used unless otherwise indicated.
E-MAIL ADDR		Enter a default email address for invoicing and other correspondence. This email address is used unless otherwise indicated.
IFTA ACCOUNT		Checked if the carrier also has an existing IFTA account.
NOT APPLICABLE AT THIS TIME		
* Mandatory field		

2. Click **SUBMIT**

3. If there are no errors, click **SUBMIT** to confirm.

The Renew Fleet screen is displayed.

ghnscdev01 - Terminal Services Client
IBM WebSphere Portal - Microsoft Internet Explorer

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

Renew Fleet Account Nbr: 2007 MOTOR CARRIER SERVICES
Supp Nbr: 000 RENEW FLEET

USDOT NBR: 0222222 MCS150 LAST UPDATE: TIN: 222222222 - FEIN FLEET STATUS: 0 - ACTIVE
FLEET NBR: 1 EFFECTIVE DATE: 07/01/2006 EXPIRATION DATE: 06/01/2007

FLEET TYPE: FOR - FOR HIRE COMMODITY CLASS: A - ALL

RGSTRNT NAME: MOTOR CARRIER SERVICES RGSTRNT PHONE NBR: (573) 751 7100 EXT:

DBA Name:

BUSINESS ADDR: 1420 CREEK TRAIL DRIVE ZIP: 65109
CITY: 65101 026 725 JEFFERSON CITY STATE: MO - MISSOURI COUNTY: 026 - COLE
MAILING ADDR: 1320 CREEK TRAIL DRIVE ZIP: 65109
CITY: JEFFERSON CITY STATE: MO - MISSOURI

Alt Shipping Addr:

Contact Info:

CONTACT NAME: MOTOR CARRIER SERVICES
PHONE NBR: (573) 751 6433 EXT: FAX NBR: (573) 751 0916
E-MAIL ADDR: JOHN.SMITH@MODOT.MO.GOV

One-Way Rental:

BONDHOLDER: ☐

PRESS ENTER TO CONFIRM

CONTINUE Submit Refresh Inquiry Help

1. Make changes to the Fleet screen as needed.

Field Name	Description														
EFFECTIVE DATE	Defines the beginning of the fleet's registration year. Defaults to current date. Cannot be changed.														
EXPIRATION DATE	Defines the ending of the fleet's registration year. The IRP program applies MO staggered registration rules and sets the expiration date without ability to override. Expiration date is set to previous expiration year and month plus one year. In this case the expiration date is set to 6/31/2007.														
FLEET TYPE	Determined by type of authority the registrant already has (if needed), type of property and type of commodities the registrant/account holder plans to haul.														
COMMODITY CLASS	Make the appropriate commodity class selection as determined by: type of authority the registrant already has (if needed); type of property and type of commodities the registrant/account holder plans to haul. The following shows the acceptable Commodity Class for each Fleet Type: <table> <thead> <tr> <th>FLEET TYPE</th><th>COMMODITY CLASS</th></tr> </thead> <tbody> <tr> <td>PVT</td><td>ALL, LOGS, PASSENGER</td></tr> <tr> <td>FHE</td><td>EXEMPT</td></tr> <tr> <td>FOR</td><td>ALL, PASSENGER, HOUSEHOLD GOODS</td></tr> <tr> <td>FHR</td><td>ALL, EXEMPT</td></tr> <tr> <td>FHL</td><td>ALL</td></tr> <tr> <td>PVR</td><td>ALL</td></tr> </tbody> </table>	FLEET TYPE	COMMODITY CLASS	PVT	ALL, LOGS, PASSENGER	FHE	EXEMPT	FOR	ALL, PASSENGER, HOUSEHOLD GOODS	FHR	ALL, EXEMPT	FHL	ALL	PVR	ALL
FLEET TYPE	COMMODITY CLASS														
PVT	ALL, LOGS, PASSENGER														
FHE	EXEMPT														
FOR	ALL, PASSENGER, HOUSEHOLD GOODS														
FHR	ALL, EXEMPT														
FHL	ALL														
PVR	ALL														
RGSTRNT PHONE NBR	Registrant Phone Number. Must be a Missouri number. Enter an extension, if one exists.														
BUSINESS ADDR	Business Address. Where the fleet is physically located, including the county, which may be different from the motor carrier's account profile. The business address must be in the base jurisdiction. The business address is defined on common customer level and brought over to the IRP program. Business address is maintainable at the common customer level and is shared by the IFTA program.														
MAILING ADDR	Mailing Address. If different from the account mailing address (previous screen), enter the fleet's mailing address in the fields displayed under MAILING ADDR. If an ALT SHIPPING ADDR is not entered, credentials will be sent to MAILING ADDR														
CONTACT INFO	Contact Information. If the fleet's contact name is different from the Motor Carrier's account profile, expand this section and enter this information. The CONTACT NAME and PHONE NBR fields are required. The FAX NBR and E-MAIL ADDR fields are helpful for alternative shipping methods.														
Optional	Description														
ALT SHIPPING ADDR	Alternate Shipping Address. If a special shipping address (for receiving credentials) applies, enter this address in the fields displayed under ALT SHIPPING ADDR.														
ONE-WAY RENTAL	If the vehicles in this fleet are used for one-way rentals, enter the appropriate mileage and vehicle information in the fields displayed under ONE-WAY RENTAL.														

2. Click **SUBMIT**

3. If there are no errors, click **SUBMIT** to confirm.

The IRP Mileage screen is displayed.

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

IRP Mileage Account Nbr: 2007 MOTOR CARRIER SERVICES Fleet Nbr: 1 Exp MM/YR: 6/2007
Supp Nbr: 000 RENEW FLEET USDOT Nbr: 222222

Select US Jurisdictions: ☐ Select All Jurisdictions: ☐
Select All Estimated: ☐ Use Estimated Mileage? ☒
Check for Contiguous States? ☒

Actual Miles: 74432
Estimated Miles: 9763
Total Fleet Miles: 84195

JUR	T	MILEAGE	MM	YR	PERCENT
AR	A	9957	01	01	0.00000%
IA	A	3405	01	03	0.00000%
KY	A	4522	01	03	0.00000%
MO	A	47511	01	01	0.00000%
OK	A	8655	01	03	0.00000%
TN	A	267	01	03	0.00000%
TX	N	115	01	03	0.00000%
IL	E	6718	07	06	0.00000%
KS	E	2607	07	06	0.00000%
MN	E	438	07	06	0.00000%

1. Complete the mileage screen. Show the mileage that was populated on your paper renewal and make necessary changes.

Optional	Description
SELECT US JURISDICTIONS IF OPERATING ALL	Check to populate the chart with US Jurisdictions <i>only</i> . When you check this box, the JUR field displays all U.S. states participating in IRP as well as states that have reciprocity agreements with the base jurisdiction.
SELECT ALL JURISDICTIONS IF OPERATING ALL	Check to populate the chart with both US and Canada jurisdictions. When you check this box, the JUR field displays all U.S. and Canada states participating in the IRP or states and provinces with reciprocity agreements with the base jurisdiction.
SELECT ALL ESTIMATED NEW CARRIERS ONLY OR RENEWAL CARRIERS THAT STARTED OPERATION AFTER JUNE 1, 2004	Check and click SUBMIT. The system retrieves mileage information for each jurisdiction from the new registrant estimated miles chart.
USE ESTIMATED MILEAGE	Check to use estimated mileage when registration is desired but there are no miles to report. The system will calculate the estimated mileage.
CHECK FOR CONTIGUOUS STATES	Check for contiguous states. By default, the system verifies that all the jurisdictions necessary to create a path to the base jurisdiction have been entered. To override this feature, uncheck.
Field Name	Description
ACTUAL MILES	Enter the total of all actual miles operated during the reporting period. (Jurisdictions will be coded with "A" or "N")
JUR	Jurisdiction. The abbreviation of the jurisdiction, such as AZ for Arizona or BC for British Columbia.
MILEAGE TYPES and MILEAGE	Select the mileage type from the drop-down list and enter the mileage (whole numbers only) for each corresponding jurisdiction. A – Actual miles E – Estimated miles N – No Travel Intended – if actual mileage was operated, it must still be reported.
ESTIMATED MILES	Total of all rows that contain estimated miles within the mileage chart with an "E"
TOTAL FLEET MILES	Total actual miles + estimated miles

2. Click **SUBMIT**
3. If there are no errors, click **SUBMIT** to confirm.

The Weight Group selection screen is displayed. This screen is used to group declared jurisdiction weights together and assign a number to each group

ghmcsdev01 - Terminal Services Client

Address: https://ghmcsint05.gh.modot.local/portal/wps/myportal/tut/pl.cmd/cs/cf7_0_A/s7_0_D0/s7_0_A/7_0_D0

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites GO

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

Weight Group Selection

Account Nbr: 2007 MOTOR CARRIER SERVICES Fleet Nbr: 1 Exp MM/YR: 6/2007
Supp Nbr: 000 RENEW FLEET USDOT Nbr: 222222

SEL	WEIGHT GROUP	MISSOURI WEIGHT	WEIGHT GROUP TYPE
<input checked="" type="checkbox"/>	1	24000	P - Power Unit
<input type="checkbox"/>	2	30000	P - Power Unit
<input type="checkbox"/>	3	36000	P - Power Unit
<input type="checkbox"/>	4	80000	P - Power Unit

CONTINUE Submit Quit Refresh Inquiry Help

No Changes to weight groups

1. Click **SUBMIT** to continue
2. The Vehicle Selection screen is displayed. Refer to the **TYPE OF RENEWAL PROCESSESS** available. Instructions begin on page 8.

Amending a weight group

1. Select the weight group you want to amend and click **SUBMIT**.

OR

Adding a new weight group

1. Choose from the drop-down list **ADD WEIGHT GROUP** and click **SUBMIT**

The IRP Weight Group screen is displayed. This screen shows only jurisdictions where mileage was declared in the IRP Mileage screen.

State of Missouri
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Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

Account Nbr: 2007 MOTOR CARRIER SERVICES Fleet Nbr: 1 Exp MM/YY: 6/2007
Supp Nbr: 000 RENEW FLEET USDOT Nbr: 222222

Weight Group

WGT GROUP NBR: 1 WEIGHT GROUP TYPE: P - Power Unit MO GROSS WEIGHT: 24000

JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
AR	24000						
IA	24000						
IL	24000						
KS	24000						
KY	26000						
MN	24000						
MO	24000						
OK	24000						
TN	26000						

Remember if you change a jurisdiction(s) weight within an established weight group, all vehicles with that weight group number will be affected.

CONTINUE Submit Quit Refresh Inquiry Help

Amending a weight group

1. Change weights as needed for any jurisdiction.
2. Choose **CONTINUE** and click **SUBMIT**.
3. If there are no errors, click **SUBMIT** to confirm.

OR

Adding a new weight group

1. From the Weight Group Type drop-down list select P-power unit, T-trailer or B-bus.
2. From the MO Gross Weight drop-down list select the appropriate combined gross weight.
The comparable weights for each jurisdiction are automatically displayed.
3. Choose **CONTINUE** and click **SUBMIT**.
4. If there are no errors, click **SUBMIT** to confirm.

IRP Weight Group Screen Fields

Field Name	Description
WGT GROUP NBR	Weight Group Number. The system assigns the next available sequential number for the new weight group (starting with 1)
WEIGHT GROUP TYPE	P-POWER UNIT, T-TRAILER or B-BUS
MO GROSS WEIGHT	Missouri Combined Gross Weight. Cannot exceed the maximum weight allowed in a specific jurisdiction within this group. If it does, the system automatically sets the weight to the maximum allowed and displays a warning message.
JUR	Jurisdiction. The abbreviation of the jurisdiction, such as AZ for Arizona or BC for British Columbia. Matches the jurisdictions entered in the IRP Mileage screen).
WEIGHT	All jurisdictions have their weight set to the appropriate comparable weight from the Missouri Comparable Weight Chart. You can modify if needed. Example: 80,000 in Missouri and 85,500 in Kansas.

The Vehicle Selection screen is displayed. Refer to the **TYPE OF RENEWAL PROCESSESS** available. Instructions begin on page 8.

Types of IRP Renewal Processes available

There are three types of renewal processes:

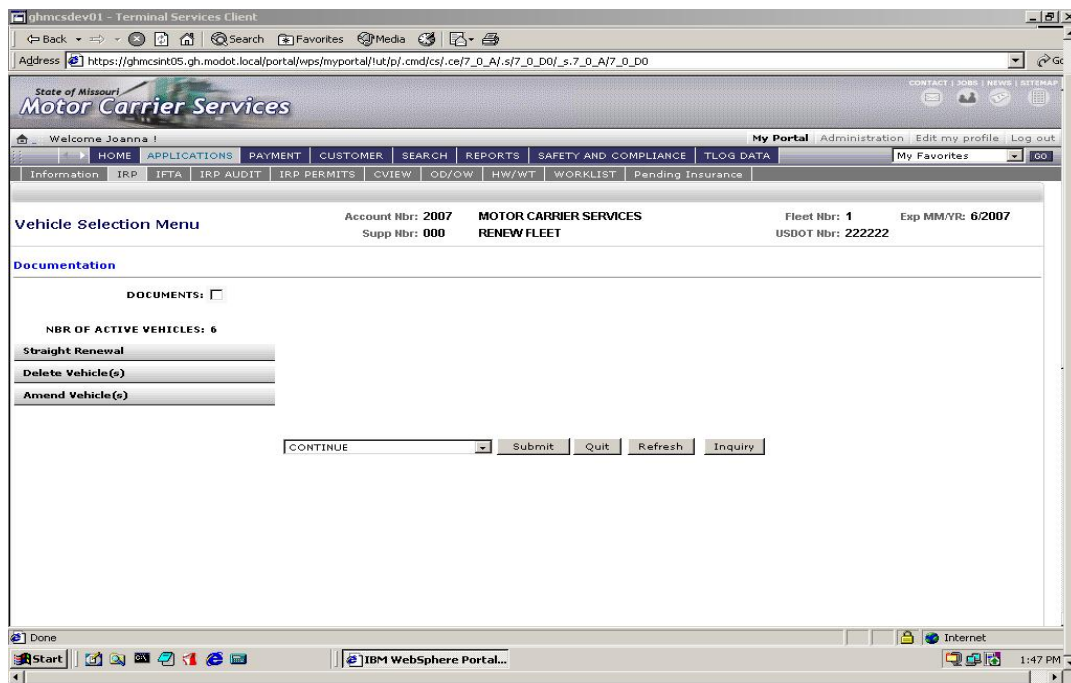
STRAIGHT RENEWAL Page 8	This process is used when there are no deletions or amendments (changes) to the vehicles.
AMEND VEHICLE(S) Page 13	This process is used when one or more vehicles need amendments (changes) to information for the upcoming registration year.
DELETE VEHICLE(S) Page 20	This process is used when one or more vehicles do not need to be renewed for the upcoming registration year.

NOTE: When processing a renewal that contains amend vehicles and delete vehicles, be sure to process both types before billing.

Straight Renewal Processing

Most renewals are straight renewals. This process is used when no vehicle deletions or amendments (changes) to vehicles will occur.

The Vehicle Selection Menu is displayed.



1. Click **STRAIGHT RENEWAL**

Straight Renewal Processing Continued

The IRP Billing screen is displayed.

sbSphere Portal - Microsoft Internet Explorer provided by MoDOT

View Favorites Tools Help

https://ghmcsint05.gh.modot.local/portal/wps/myportal/!ut/pf.cmf/csf.ce/7_0_A/s/7_0_D0/_s.7_0_A/7_0_D0

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

IRP Billing Account Nbr: 6797 G.W. DELIVERY, INC. Fleet Nbr: 1 Exp MM/YR: 6/2007
Supp Nbr: 000 STRAIGHT RENEWAL USDOT Nbr: 719097

IRP Fee: 0.00 Waive Trailer Fee: ☐ Supplement Status: O - OPEN
Mo Schedule I Fee: 0.00 Effective Date: 07 / 01 / 2006 REG MONTHS:
Mo Schedule II Fee: 0.00 Receipt Date: 02/24/2006 NBR OF VEHICLES:
Cab Card Fee: 0.00 ☐ Billing Date:
Replace Tag Fee: 0.00 ☐ Invoice Date:
Grade Crossing Fee: 0.00 ☐ TVR Ind: ☐ TVR Nbr of Days: 0
Transfer Fee: 0.00 ☐
Revenue Transfer Fee: 0.00 ☐ Delivery Options: P - Print
Late Filing Penalty: 0.00 ☐
Late Pay Penalty: 0.00 ☐
Total Due: 0.00
Credit Applied: 0.00
Net Amount Due: 0.00

Never select print as a delivery option

CONTINUE Submit Quit Refresh Inquiry Help

1. Choose a Delivery Option for receiving the billing.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

2. To calculate the fees, click **SUBMIT**.

Straight Renewal Processing Continued

The IRP Calculated Billing screen is displayed.

The screenshot shows the 'IRP Billing' screen for Account Nbr: 2007. The page is titled 'Motor Carrier Services' and includes a navigation bar with tabs like HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, and TLOG DATA. The main content area displays various fees and charges:

Fee Type	Amount	Waiver
IRP Fee:	2385.17	
Mo Schedule I Fee:	1646.05	<input type="checkbox"/>
Mo Schedule II Fee:	922.47	
Cab Card Fee:	12.00	<input type="checkbox"/>
Replace Tag Fee:	0.00	<input type="checkbox"/>
Grade Crossing Fee:	1.50	<input type="checkbox"/>
Transfer Fee:	0.00	<input type="checkbox"/>
Revenue Transfer Fee:	0.00	<input type="checkbox"/>
Late Filing Penalty:	0.00	<input type="checkbox"/>
Late Pay Penalty:	0.00	<input type="checkbox"/>
Total Due:	4967.19	
Credit Applied:	0.00	
Net Amount Due:	4967.19	

Additional information includes: Supplement Status: F - FEES COMPUTED, Effective Date: 07/01/2006, Receipt Date: 01/01/2006, Billing Date: 02/22/2006, Invoice Date: 02/22/2006, TVR Ind: ☐ TVR Nbr of Days: 0, Cancel Bill: ☐. Delivery Options: F - Fax, Fax Number: (573) 751-0916. A red message at the bottom says 'PRESS ENTER TO SUBMIT FOR INVOICE PROCESSING'.

1. Click **SUBMIT** for invoice processing.

The confirmation message is displayed on the IRP Main Menu.

The screenshot shows the 'IRP Main Menu' screen. A red message at the bottom states: 'SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE'. The left sidebar contains a list of menu items: New Carrier, New Fleet, Renewal, Supplement, Supplement Continuance, Credentials, Document Collection, Administrator Functions, Administration Menu, Audit, Error Correction, Reprint, and TVR Extension. The main content area is mostly blank, with a 'CONTINUE' button and other action buttons (Submit, Refresh, Inquiry, Help) at the bottom.

1. Click on **PAYMENT** tab at the top of the screen.

Straight Renewal Processing Continued

The Payment screen is displayed listing supplement transactions that require to be invoiced (**pre-invoice status**).

Current Customer Information

Customer ID: 6875
 Customer Name: MOTOR CARRIER SERVICES
 USDOT: 222222
 To switch to a different customer in order to perform payment processing, go to Customer Admin page to select one.

Invoice List

To retrieve invoices based on a status, choose a -- status --

Description	ID	Status	Balance
IRP\000002007\01\12\2003\000	11020896	PAID	\$0.00
IRP\000002007\01\12\2004\000	11020897	PAID	\$0.00
IRP\000002007\01\12\2005\000	11020898	PAID	\$0.00
IRP\000002007\01\06\2006\000	11020899	PAID	\$0.00
IRP\000002007\01\06\2006\001	11020900	PAID	\$0.00
IRP\000002007\01\06\2006\002	11020901	PAID	\$0.00
IRP\000002007\01\06\2006\003	11020902	PAID	\$0.00
IRP\000002007\01\06\2006\004	11020903	PAID	\$0.00
IRP\000002007\01\06\2006\005	11020904	PAID	\$0.00
IRP\000002007\01\06\2006\006	11020905	PAID	\$0.00
IRP\000002007\01\06\2007\000	11020922	PRE-INVOICE	\$4967.19

Pre-Invoice Details

Pre-Invoice ID: 11020922

Activity

Act No: 000002007
 Supplement No: 000
 Fleet No: 01
 Fleet Exp. Date: 06/2007
 Line Item No: IRP00000200701200706000
 Transaction Delivery Option: Fax

Total Amount Due: \$4967.19

Invoice Delivery Option:

Fax

Enter Fax Information:

Submit Invoice

Never select print for a delivery option

1. Click the blue **ID** to be invoiced and the transaction detail opens on the right hand side of the screen.

2. Choose a Delivery Option for receiving the invoice.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

3. Click **SUBMIT INVOICE** to process the invoice. The status of the supplement transaction changes to Invoiced. The billing and invoice can now be retrieved from the delivery option you chose.
4. Upon retrieving your invoice, you have the option of mailing your payment, paying by Comchek, performing bank to bank transfer or refer to the next page to pay by credit card.

Straight Renewal Processing Continued

(Optional) PAY BY CREDIT CARD – if you choose to do so.

The screenshot displays the Payment System interface with the following sections:

Current Customer Information:

- Customer ID: 39726
- Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
- USDOT: 7654321
- To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

Invoice List:

To retrieve invoices based on a status, choose a -- status --

8 items found, displaying all items.1

Description	ID	Status	Balance	Date/Time
IRP\000010769 \01\03\2007 \001	46547	PAID	\$0.00	2006/04/24 06:44:19
IRP\000010769 \01\03\2007 \004	46569	PAID	\$0.00	2006/04/25 07:43:39
IRP\000010769 \01\03\2007 \000	46544	PAID	\$0.00	2006/04/24 05:22:03
IRP\000010769 \01\03\2007 \002	46548	PAID	\$0.00	2006/04/25 03:00:06
IRP\000010769 \01\03\2007 \003	46553	PAID	\$0.00	2006/04/25 03:00:39
IRP\000010769 \01\03\2007 \006	50052	PAID	\$0.00	2006/05/01 02:07:52
IRP\000010769 \01\03\2007 \007	50053	PAID	\$0.00	2006/05/01 02:19:57
IRP\000010769 \01\03\2007 \008	50058	INVOICED	\$1838.49	2006/05/02 07:23:30

Invoice Details:

Invoice ID: 50058

IRP

Activity	Fee Amount
Acct No: 000010769 Supplement No: 008 Fleet No: 01 Fleet Exp. Date: 03/2007 Line Item No: IRPP00001076901200703008 Transaction Delivery Option: Print	\$1838.49

Total Amount Due: \$1838.49

Receipt Delivery Options:

Preview

**VISA NOT
ACCEPTED**

Payment Methods:

Credit Card / Debit Card

Card Type: ☐ American Express ☒ Master ☐ Discover

☐ Debit Card

Name on Credit Card:

Expiration Date: -- month -- -- year --

Credit Card Number:

Payment Receive Date: * Optional
(MM/dd/YYYY e.g. 01/01/2005)

A convenience fee of 2.50% of the total amount will be added to your credit card.

Apply Payment

1. Choose the **CREDIT CARD/DEBIT CARD** payment method and complete the required information.

2. Click **APPLY PAYMENT**.

Credentials will be issued upon MCS receiving payment and all required supporting documents.

Amend Vehicle(s) Renewal Processing

This process is used when amendments (changes) to vehicles will occur such as unit number changes, weight changes, ownership changes and safety responsibility (US DOT Number) changes or updates.

The Vehicle Selection Menu is displayed.

The screenshot displays the 'Motor Carrier Services' web portal. The page title is 'State of Missouri Motor Carrier Services'. The user is logged in as 'Joanna'. The page features a navigation bar with links: HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, and TLOG DATA. Below the navigation bar, there is a section titled 'Vehicle Selection Menu'. This section displays account information: Account Nbr: 2007, Supp Nbr: 000, MOTOR CARRIER SERVICES RENEW FLEET, Fleet Nbr: 1, Exp MM/YR: 6/2007, and USDOT Nbr: 222222. Under the 'Documentation' heading, there is a 'DOCUMENTS:' section with a checkbox. Below this, it states 'NBR OF ACTIVE VEHICLES: 6'. There are three buttons: 'Straight Renewal', 'Delete Vehicle(s)', and 'Amend Vehicle(s)'. At the bottom of the menu, there is a 'CONTINUE' dropdown menu and four buttons: 'Submit', 'Quit', 'Refresh', and 'Inquiry'.

1. Click **AMEND VEHICLE (S)**

Amend Vehicle(s) Renewal Processing Continued

The Amend Vehicle screen is displayed. The Amend Vehicle screen controls the number of vehicles to be processed. The system does not allow billing until the control number matches the total vehicles processed.

The screenshot shows a web browser window titled "ghmcsdev01 - Terminal Services Client" displaying the "Motor Carrier Services" portal. The page header includes the "State of Missouri" logo and "Motor Carrier Services" text. A navigation bar contains links like HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, TLOG DATA, and My Favorites. Below this is a sub-navigation bar with links like Information, IRP, IFTA, IRP AUDIT, IRP PERMITS, CVIEW, OD/OW, HW/WT, WORKLIST, and Pending Insurance. The main content area is titled "Amend Vehicle" and displays account information: Account Nbr: 2007, Supp Nbr: 000, MOTOR CARRIER SERVICES RENEW FLEET, Fleet Nbr: 1, Exp MM/YR: 6/2007, and USDOT Nbr: 222222. The form includes fields for VEHICLE CONTROL (set to 4), VEHICLES AMENDED (set to 4), PLATE, VIN, and UNIT. At the bottom, there is a CONTINUE dropdown menu and buttons for Submit, Quit, Refresh, Inquiry, and Help.

1. Complete the Amend Vehicle Control screen as follows:

VEHICLE CONTROL	*	Enter the number of vehicles to be amended.
Field – Choose One		DO NOT enter more than one of the below fields
PLATE	*	Enter the vehicle's registration plate number.
VIN	*	Enter the vehicle's Vehicle Identification Number (VIN).
UNIT	*	Enter the vehicle's unit number within the fleet.

* Mandatory field. Enter PLATE, VIN or UNIT, but not more than one.

2. Click **SUBMIT**

Amend Vehicle(s) Renewal Processing Continued

The Amend Vehicle screen is displayed. This screen is used to change or correct vehicle(s) information.

State of Missouri
Motor Carrier Services

Welcome Joanna I | My Portal | Administration | Edit my profile | Log out

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites GO

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

Amend Vehicle Account Nbr: 2007 MOTOR CARRIER SERVICES Fleet Nbr: 1 Exp MM/YR: 6/2007
Supp Nbr: 000 RENEW FLEET USDOT Nbr: 222222

VEHICLE CONTROL: 4 VEHICLES AMENDED: 2

Vehicle/Registration Information

UNIT: 10 YEAR: 1996 MAKE: GMC - GENERAL MOTORS CORP
VIN: 1GDM7H1JXTJ504925 BODY STYLE: TK - TRUCK AXLES: 02 COMB: 02
SEATS: 00 FUEL: D - Diesel COLOR:
UNLADEN WT: 12000 WGT GRP: 005 42000
PURCHASE PRICE: 034000 FACTORY PRICE: 012000
PURCHASE DATE: 12 / 01 / 1997 LEASED:
OWNER: JOHN SMITH TITLE STATE: MO - MISSOURI TITLE NBR: APPLIED
SAFETY IND:
USDOT: 222222 TIN: 222222222 PLATE: 014662
MCS150 LAST UPDATE: MCS150:
DOCUMENTS: 0

PRESS ENTER TO CONFIRM

CONTINUE Submit Quit Refresh Inquiry Help

1. Change any necessary information. For weight group changes refer to page 16 of this manual.
2. Click **SUBMIT**
3. If there are no errors, click **SUBMIT** to confirm.

NOTE: If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. In the example below, 3 vehicles will be processed; 1 vehicle has been processed so far. If necessary, you can change the vehicle control number whenever this screen appears.

VEHICLE CONTROL: 0003 VEHICLES PROCESSED: 1

PLATE: VIN: 9876543211 UNIT:

4. After all vehicles are processed (amendments and deletions), select **BILLING** from the drop-down and click **SUBMIT**. If there are no errors found, the IRP billing screen is displayed.

Amend Vehicle(s) Renewal Processing Continued

IRP Billing screen

IRP Billing

Account Nbr: 6797 G. W. DELIVERY, INC. Fleet Nbr: 1 Exp MM/YR: 6/2007
 Supp Nbr: 000 STRAIGHT RENEWAL USDOT Nbr: 719097

IRP Fee: 0.00 Waive Trailer Fee: ☐

Mo Schedule I Fee: 0.00 Supplement Status: O - OPEN Effective Date: 07 / 01 / 2006 REG MONTHS: NBR OF VEHICLES:

Mo Schedule II Fee: 0.00 Receipt Date: 02/24/2006

Cab Card Fee: 0.00 Billing Date: Invoice Date: TVR Ind: ☐ TVR Nbr of Days: 0

Replace Tag Fee: 0.00 ☐

Grade Crossing Fee: 0.00 ☐

Transfer Fee: 0.00 ☐

Revenue Transfer Fee: 0.00 ☐

Late Filing Penalty: 0.00 ☐

Late Pay Penalty: 0.00 ☐

Total Due: 0.00

Credit Applied: 0.00

Net Amount Due: 0.00

Delivery Options: P - Print

Never select print as a delivery option

CONTINUE Submit Quit Refresh Inquiry Help

1. Choose a Delivery Option for receiving the billing.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

2. To calculate the fees, click **SUBMIT**.

Amend Vehicle(s) Renewal Processing Continued

The IRP Calculated Billing screen is displayed.

The screenshot shows the 'IRP Billing' screen for Account Nbr: 2007. The page is titled 'Motor Carrier Services' and includes a navigation bar with tabs like HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, and TLOG DATA. The main content area displays various fees and charges:

Fee Description	Amount	Waiver
IRP Fee:	2385.17	
Mo Schedule I Fee:	1646.05	<input type="checkbox"/>
Mo Schedule II Fee:	922.47	
Cab Card Fee:	12.00	<input type="checkbox"/>
Replace Tag Fee:	0.00	<input type="checkbox"/>
Grade Crossing Fee:	1.50	<input type="checkbox"/>
Transfer Fee:	0.00	<input type="checkbox"/>
Revenue Transfer Fee:	0.00	<input type="checkbox"/>
Late Filing Penalty:	0.00	<input type="checkbox"/>
Late Pay Penalty:	0.00	<input type="checkbox"/>
Total Due:	4967.19	
Credit Applied:	0.00	
Net Amount Due:	4967.19	

Additional information includes: Supplement Status: F - FEES COMPUTED, Effective Date: 07/01/2006, Receipt Date: 01/01/2006, Billing Date: 02/22/2006, Invoice Date: TVR Ind: ☐ TVR Nbr of Days: 0, Cancel Bill: ☐. Delivery Options: F - Fax, Fax Number: (573) 751-0916. A red message at the bottom says 'PRESS ENTER TO SUBMIT FOR INVOICE PROCESSING'. Navigation buttons at the bottom include CONTINUE, Submit, Quit, Refresh, Inquiry, and Help.

1. Click **SUBMIT** for invoice processing.

The confirmation message is displayed on the IRP Main Menu.

The screenshot shows the 'IRP Main Menu' screen. A red message at the bottom states: 'SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE'. The left sidebar contains a list of menu items: New Carrier, New Fleet, Renewal, Supplement, Supplement Continuance, Credentials, Document Collection, Administrator Functions, Administration Menu, Audit, Error Correction, Reprint, and TVR Extension. The main content area is mostly blank. Navigation buttons at the bottom include CONTINUE, Submit, Refresh, Inquiry, and Help. An arrow points from the 'SUBMIT' button in the previous screen to the confirmation message on this screen.

1. Click on **PAYMENT** tab at the top of the screen.

Amend Vehicle(s) Renewal Processing Continued

The Payment screen is displayed listing supplement transactions that require to be invoiced (**pre-invoice status**).

Current Customer Information

Customer ID: 6875
 Customer Name: MOTOR CARRIER SERVICES
 USDOT: 222222
 To switch to a different customer in order to perform payment processing, go to Customer Admin page to select one.

Invoice List

To retrieve invoices based on a status, choose a -- status --

Description	ID	Status	Balance
IRP\000002007\01\12\2003\000	11020896	PAID	\$0.00
IRP\000002007\01\12\2004\000	11020897	PAID	\$0.00
IRP\000002007\01\12\2005\000	11020898	PAID	\$0.00
IRP\000002007\01\06\2006\000	11020899	PAID	\$0.00
IRP\000002007\01\06\2006\001	11020900	PAID	\$0.00
IRP\000002007\01\06\2006\002	11020901	PAID	\$0.00
IRP\000002007\01\06\2006\003	11020902	PAID	\$0.00
IRP\000002007\01\06\2006\004	11020903	PAID	\$0.00
IRP\000002007\01\06\2006\005	11020904	PAID	\$0.00
IRP\000002007\01\06\2006\006	11020905	PAID	\$0.00
IRP\000002007\01\06\2007\000	11020922	PRE-INVOICE	\$4967.19

Pre-Invoice Details

Pre-Invoice ID: 11020922

IRP

Activity	Fee Amount
Act No: 000002007 Supplement No: 000 Fleet No: 01 Fleet Exp. Date: 06/2007 Line Item No: IRP00000200701200706000 Transaction Delivery Option: Fax	\$4967.19

Total Amount Due: \$4967.19

Invoice Delivery Option:

Fax

Enter Fax Information:

Never select print for a delivery option

1. Click the blue **ID** to be invoiced and the transaction detail opens on the right hand side of the screen.

2. Choose a Delivery Option for receiving the invoice.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

3. Click **SUBMIT INVOICE** to process the invoice. The status of the supplement transaction changes to Invoiced. The billing and invoice can now be retrieved from the delivery option you chose.

4. Upon retrieving your invoice, you have the option of mailing your payment, paying by Comchek, performing bank to bank transfer or refer to the next page to pay by credit card.

(Optional) PAY BY CREDIT CARD – if you choose to do so.

Payment System | Invoice Management | Escrow Funding | Bond / Pre-Payment

HOME APPLICATIONS **PAYMENT** CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites GO

Current Customer Information

Customer ID: 39726
Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
USDOT: 7654321

To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

Invoice List

To retrieve invoices based on a status, choose a **-- status --**

8 items found, displaying all items.1

Description	ID	Status	Balance	Date /Time
IRP\000010769 \01\03\2007 \001	46547	PAID	\$0.00	2006/04/24 06:44:49
IRP\000010769 \01\03\2007 \004	46569	PAID	\$0.00	2006/04/25 07:43:39
IRP\000010769 \01\03\2007 \000	46544	PAID	\$0.00	2006/04/24 05:22:03
IRP\000010769 \01\03\2007 \002	46548	PAID	\$0.00	2006/04/25 03:00:06
IRP\000010769 \01\03\2007 \003	46553	PAID	\$0.00	2006/04/25 03:00:39
IRP\000010769 \01\03\2007 \006	50052	PAID	\$0.00	2006/05/01 02:07:52
IRP\000010769 \01\03\2007 \007	50053	PAID	\$0.00	2006/05/01 02:19:57
IRP\000010769 \01\03\2007 \008	50058	INVOICED	\$1838.49	2006/05/02 07:23:30

Invoice Details

Invoice ID: 50058

Activity	Fee Amount
Act No: 000010769 Supplement No: 008 Fleet No: 01 Fleet Exp. Date: 03/2007 Line Item No: IRPP00001076901200703008 Transaction Delivery Option: Print	\$1838.49

Total Amount Due: \$1838.49

Receipt Delivery Options:
Preview

VISA NOT ACCEPTED

Payment Methods:
Credit Card / Debit Card

Card Type: ☐ American Express ☒ Master ☐ Discover ☐ Debit Card

Name on Credit Card:

Expiration Date: -- month -- -- year --

Credit Card Number:

Payment Receive Date: * Optional
(MM/dd/yyyy e.g. 01/01/2005)

A convenience fee of 2.50% of the total amount will be added to your credit card.

Apply Payment

1. Choose the **CREDIT CARD/DEBIT CARD** payment method and complete the required information.

2. Click **APPLY PAYMENT**.

Credentials will be issued upon MCS receiving payment and all required supporting documents.

Delete Vehicle(s) Renewal Processing

This process is used when one or more vehicles do not need to be renewed for the upcoming registration year.

The Vehicle Selection Menu is displayed.

The screenshot displays a web browser window with the URL `https://ghmcsint05.gh.modot.local/portal/wps/myportal/ut/pj.cmd/csl.ce/7_0_A/-s/7_0_D0/-s/7_0_A/7_0_D0`. The page is titled "Motor Carrier Services" and includes a navigation bar with links such as HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS, SAFETY AND COMPLIANCE, TLOG DATA, and My Favorites. A "Welcome Joanna!" message is visible. The main content area is titled "Vehicle Selection Menu" and displays account information: Account Nbr: 2007, Supp Nbr: 000, MOTOR CARRIER SERVICES RENEW FLEET, Fleet Nbr: 1, Exp MM/YR: 6/2007, and USDOT Nbr: 222222. Below this, there is a "Documentation" section with a "DOCUMENTS:" checkbox. A "NBR OF ACTIVE VEHICLES: 6" is shown. Three buttons are visible: "Straight Renewal", "Delete Vehicle(s)", and "Amend Vehicle(s)". At the bottom, there is a "CONTINUE" dropdown menu and buttons for "Submit", "Quit", "Refresh", and "Inquiry".

1. Click on **DELETE VEHICLE(S)**

Delete Vehicle(s) Renewal Processing Continued

The Delete Vehicle Screen is displayed.

1. Complete the Delete Vehicle screen as follows:

VEHICLE CONTROL	*	Enter the number of vehicles to be deleted.
Field – Choose One		DO NOT enter more than one of the below fields
PLATE	*	Enter the vehicle's registration plate number.
VIN	*	Enter the vehicle's Vehicle Identification Number (VIN).
UNIT	*	Enter the vehicle's unit number within the fleet.

* Mandatory field. Enter PLATE, VIN or UNIT, but not more than one.

2. Click **SUBMIT**

Delete Vehicle(s) Renewal Processing Continued

The Delete Vehicle Screen is displayed.

bSphere Portal - Microsoft Internet Explorer provided by MoDOT

State of Missouri
Motor Carrier Services

Welcome Bronco!

My Portal Administration Edit my profile Log out

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

Delete Vehicle

Account Nbr: 6797 G.W. DELIVERY, INC. Fleet Nbr: 1 Exp MM/Yr: 6/2007
Supp Nbr: 000 STRAIGHT RENEWAL USDOT Nbr: 719097

VEHICLE CONTROL: 3 VEHICLES PROCESSED: 0
PLATE: 025210 VIN: 1FTYS95E75VA35012 UNIT: 202

Vehicle/Registration Information

TTL NBR: TE588529 USDOT: 719097
DELETION DATE: 06 / 30 / 2006 DELETE REASON: Other

Documentation

DOCUMENTS: ☒
PLATE RETURNED: ☒

CONTINUE Submit Quit Refresh Inquiry Help

1. Verify that the correct vehicle and plate number is displayed.
2. Choose reason for deleting from the **DELETE REASON** drop-down list.
3. Click **SUBMIT**
4. If there are no errors, click **SUBMIT** to confirm.

NOTE: If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. In the example below, 3 vehicles will be processed; 1 vehicle has been processed so far. If necessary, you can change the vehicle control number whenever this screen appears.

VEHICLE CONTROL: 0003 VEHICLES PROCESSED: 1

PLATE: VIN: 9876543211 UNIT:

5. After all vehicles are processed (deletions and amendments), select **BILLING** from the drop-down and click **SUBMIT**. If there are no errors found, the IRP billing screen is displayed.

Delete Vehicle(s) Renewal Processing Continued

IRP Billing screen

IRP Billing screen showing account details for G.W. DELIVERY, INC. (Account Nbr: 6797, Supp Nbr: 000, Fleet Nbr: 1, Exp MM/YR: 6/2007). The screen displays various fees (IRP Fee, Mo Schedule I Fee, Mo Schedule II Fee, Cab Card Fee, Replace Tag Fee, Grade Crossing Fee, Transfer Fee, Revenue Transfer Fee, Late Filing Penalty, Late Pay Penalty) all set to 0.00. It also shows dates for Effective Date (07/01/2006), Receipt Date (02/24/2006), Billing Date, and Invoice Date. A 'Delivery Options' dropdown is set to 'P - Print'. A warning box states 'Never select print as a delivery option'. At the bottom are buttons for CONTINUE, Submit, Quit, Refresh, Inquiry, and Help.

1. Choose a Delivery Option for receiving the billing.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

2. To calculate the fees, click **SUBMIT**.

Delete Vehicle(s) Renewal Processing continued

The IRP Calculated Billing screen is displayed.

ghmcsdev01 - Terminal Services Client
IBM WebSphere Portal - Microsoft Internet Explorer
Address: https://ghmcsint05.gh.modot.local/portal/wps/myportal/ut/pl.cmd/cs/.ce/7_0_A/.s/7_0_D0/.s:7_0_A/7_0_D0

State of Missouri
Motor Carrier Services

Welcome Joanna I

My Portal Administration Edit my profile Log out

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA

Information IRP IPTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

IRP Billing

Account Nbr: 2007 MOTOR CARRIER SERVICES Fleet Nbr: 1 Exp MM/YR: 6/2007
Supp Nbr: 000 RENEW FLEET USDOT Nbr: 222222

IRP Fee: 2385.17 Supplement Status: F - FEES COMPUTED
Mo Schedule I Fee: 1646.05 Waive Trailer Fee: ☐ Effective Date: 07/01/2006 REG MONTHS: 12
Mo Schedule II Fee: 922.47 Receipt Date: 01/01/2006 NBR OF VEHICLES: 6
Cab Card Fee: 12.00 Billing Date: 02/22/2006
Replace Tag Fee: 0.00 Invoice Date: TVR Ind: ☐ TVR Nbr of Days: 0
Grade Crossing Fee: 1.50 Cancel Bill: ☐
Transfer Fee: 0.00
Revenue Transfer Fee: 0.00
Late Filing Penalty: 0.00
Late Pay Penalty: 0.00

Total Due: 4967.19
Credit Applied: 0.00
Net Amount Due: 4967.19

Delivery Options: F - Fax
Fax Number: (573) 751-10916

PRESS ENTER TO SUBMIT FOR INVOICE PROCESSING

CONTINUE Submit Quit Refresh Inquiry Help

1. Click **SUBMIT** for invoice processing.

The confirmation message is displayed on the IRP Main Menu.

ghmcsdev01 - Terminal Services Client
IBM WebSphere Portal - Microsoft Internet Explorer
Address: https://ghmcsint05.gh.modot.local/portal/wps/myportal/ut/pl.cmd/cs/.ce/7_0_A/.s/7_0_D0/.s:7_0_A/7_0_D0

State of Missouri
Motor Carrier Services

Welcome Joanna I

My Portal Administration Edit my profile Log out

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA

Information IRP IPTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

IRP Main Menu

Account Nbr: 2007

New Carrier
New Fleet
Renewal
Supplement
Supplement Continuance
Credentials
Document Collection
Administrator Functions
Administration Menu
Audit
Error Correction
Reprint
TVR Extension

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

1. Click on **PAYMENT** tab at the top of the screen.

Delete Vehicle(s) Renewal Processing Continued

The Payment screen is displayed listing supplement transactions that require to be invoiced (**pre-invoice status**).

Current Customer Information

Customer ID: 6875
 Customer Name: MOTOR CARRIER SERVICES
 USDOT: 222222
 To switch to a different customer in order to perform payment processing, go to [Customer Admin](#) page to select one.

Invoice List

To retrieve invoices based on a status, choose a status:

Description	ID	Status	Balance
IRP\000002007\01\12\2003\000	11020896	PAID	\$0.00
IRP\000002007\01\12\2004\000	11020897	PAID	\$0.00
IRP\000002007\01\12\2005\000	11020898	PAID	\$0.00
IRP\000002007\01\06\2006\000	11020899	PAID	\$0.00
IRP\000002007\01\06\2006\001	11020900	PAID	\$0.00
IRP\000002007\01\06\2006\002	11020901	PAID	\$0.00
IRP\000002007\01\06\2006\003	11020902	PAID	\$0.00
IRP\000002007\01\06\2006\004	11020903	PAID	\$0.00
IRP\000002007\01\06\2006\005	11020904	PAID	\$0.00
IRP\000002007\01\06\2006\006	11020905	PAID	\$0.00
IRP\000002007\01\06\2007\000	11020922	PRE-INVOICE	\$4967.19

Pre-Invoice Details

Pre-Invoice ID: 11020922

IRP

Activity

Acct No: 000002007
 Supplement No: 000
 Fleet No: 01
 Fleet Exp. Date: 06/2007
 Line Item No: IRPP00000200701200706000
 Transaction Delivery Option: Fax

Total Amount Due: \$4967.19

Invoice Delivery Option:

Fax

Enter Fax Information:

1. Click the blue **ID** to be invoiced and the transaction detail opens on the right hand side of the screen.

2. Choose a Delivery Option for receiving the invoice.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

2. Click **SUBMIT INVOICE** to process the invoice. The status of the supplement transaction changes to Invoiced. The billing and invoice can now be retrieved from the delivery option you chose.

3. Upon retrieving your invoice, you have the option of mailing your payment, paying by Comcheck, performing bank to bank transfer or refer to the next page to pay by credit card.

(Optional) PAY BY CREDIT CARD – if you choose to do so.

Current Customer Information

Customer ID: 39726
 Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 USDOT: 7654321
 To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

Invoice List

To retrieve invoices based on a status, choose a

8 items found, displaying all items.1

Description	ID	Status	Balance	Date/Time
IRP\000010769\01\03\2007\001	46547	PAID	\$0.00	2006/04/24 06:44:49
IRP\000010769\01\03\2007\004	46569	PAID	\$0.00	2006/04/25 07:43:39
IRP\000010769\01\03\2007\000	46544	PAID	\$0.00	2006/04/24 05:22:03
IRP\000010769\01\03\2007\002	46548	PAID	\$0.00	2006/04/25 03:00:06
IRP\000010769\01\03\2007\003	46553	PAID	\$0.00	2006/04/25 03:00:39
IRP\000010769\01\03\2007\006	50052	PAID	\$0.00	2006/05/01 02:07:52
IRP\000010769\01\03\2007\007	50053	PAID	\$0.00	2006/05/01 02:19:57
IRP\000010769\01\03\2007\008	50058	INVOICED	\$1838.49	2006/05/02 07:23:30

Invoice Details

Invoice ID: 50058

IRP

Activity	Fee Amount
Acct No: 000010769 Supplement No: 008 Fleet No: 01 Fleet Exp. Date: 03/2007 Line Item No: IRPP00001076901200703008 Transaction Delivery Option: Print	\$1838.49

Total Amount Due: \$1838.49

Receipt Delivery Options:

Payment Methods:

 Card Type: ☐ American Express ☒ Master ☐ Discover ☐ Debit Card
 Name on Credit Card:
 Expiration Date:
 Credit Card Number:
 Payment Receive Date: * Optional (MM/dd/yyyy e.g. 01/01/2005)
 A convenience fee of 2.50% of the total amount will be added to your credit card.

1. Choose the **CREDIT CARD/DEBIT CARD** payment method and complete the required information.

2. Click **APPLY PAYMENT**.

Credentials will be issued upon MCS receiving payment and all required supporting documents.

Supplement Continuance Process

Supplement continuance lets you stop at any point during a renewal/supplement transaction without having to cancel the transaction and start over. Using supplement continuance, you can access the unfinished supplement transaction at the point where the last piece of work was completed.

From the IRP Main Menu, select Supplement Continuance.

IRP Main Menu

New Carrier
New Fleet
Renewal
Supplement
Supplement Continuance
Payment/Credentials
Document Collection
Administrator Functions
Administration Menu
Audit
Error Correction
Reprint
TVR Extension

ACCOUNT NBR: 1400
FLEET NBR: 4
EXP MM/YR: 12 2005
SUPP NBR: 004

CONTINUE Submit Refresh Inquiry

1. Complete the screen as follows:

ACCOUNT NBR	*	Enter the motor carrier's IRP account number.
FLEET NBR	*	Enter the carrier's fleet number for the supplement you wish to continue.
EXP MM/YR	*	Enter the month and year of the fleet's registration period.
SUPP NBR	*	Enter the supplement number you want to continue processing. Enter "0" for the original/renewal.

* Mandatory field

2. Click **SUBMIT**.

NOTE: If there are no errors, the last uncompleted screen for this supplement is displayed. For example, if you were adding a vehicle to a fleet and left off at the Add Vehicle screen, supplement continuance would return you to that screen.

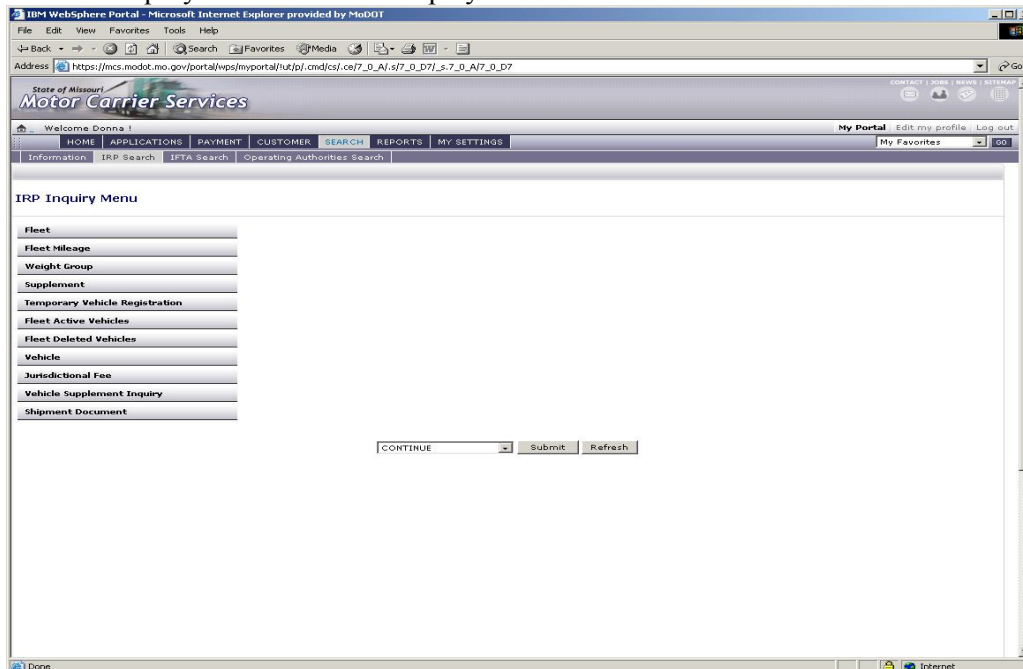
3. At this point, you would continue processing the renewal/supplement transaction.

Inquiry Process

This allows you the option to search (inquire/view) information in your account. Here you can review supplement statuses, fleet active vehicles, weight groups, etc. You cannot process additional transactions from this function. In order to process you must go under the applications tab.

1. Click on the **SEARCH** tab at the top of the screen.
2. Click on **IRP SEARCH**

The IRP Inquiry Menu Screen is displayed.



3. Choose the option you want to inquire from the IRP Inquiry Menu.
4. Complete the screen as follows:

ACCOUNT NBR	*	Enter the motor carrier's IRP account number.
FLEET NBR	*	Enter the carrier's fleet number for the supplement you wish to continue.
EXP MM/YR	*	Enter the month and year of the fleet's registration period.
ALL OTHER FIELDS		DO NOT complete more than one other search option offered on the screen.

* Mandatory field

5. Click **SUBMIT**. From here you can filter through the screens as needed. You can choose from the drop-down list other options such as RETURN to go back to previous screen viewed.